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14 September 1953

MEMORANDUM FOR: Chief, Language and Programs Division

SUBJECT : Monthly Report on Comparison between Training Requirements Submitted and Approved Training Requests

REFERENCE : Memorandum from D/TR to Office Heads and Staff Chiefs; subject, Training Requirements for FY 1954 Revised and FY 1955 Projected, dated 29 April 1953.

1. In order that the Director of Training may be currently informed of the comparison in number and cost between approved training requests from the various offices and the training requirements submitted by those offices for FY 1954, and take appropriate action as required, it is requested that a cumulative statement of this comparison be submitted as a monthly report by the Language and Programs Division.

2. The form attached should be used for each of the eleven categories of training programs, contained in the reference, and for the summary sheet. The first report should cover 1 July to 1 September 1953. Subsequent monthly reports should be submitted as soon as practicable after the end of the month.

MATTHEW BAIRD
Director of Training

Attachment

OTR:JER/mjf

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